Human Resource Public Workshop Series: Job Mapping & Using Salary Database
Job Mapping & Using Salary Database

Investment fee: USD350 per participant (net of any withholding tax)

One Day

The **Job Mapping & Using Salary Database** workshop will help equip you with the skills and knowledge required to develop a grading and salary structure for your organisation.

It covers conducting job evaluation and market benchmarking, developing a grading structure and salary structure, facilitating endorsement of grading and salary structure, developing and implementing a transition plan and reviewing the grading and salary structure.

**Benefits to you:**

**After attending this workshop, you are able to:**

- conduct market benchmarking exercise to review existing grading and salary structure
- develop grading and salary structure aligned to desired compensation philosophy
- develop and implement transition plan to place employee in the appropriate grading and salary bands
- review grading and salary structure to ensure relevance of grading and salary structure

**Who should attend:**

- You cannot afford to miss this session if you are a HR professional, generalist and reward specialist.

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**Workshop Outline**

**Module 1: Conducting Job Mapping to Develop a Grading and Salary Structure**
- Overview
- Principles of Job Mapping
- Job Sizing & Grading

**Module 2: Conduct Market Benchmarking Exercise to Review Existing Grading and Salary Structure**
- Analysis of Internal Equity
- Analysis of External Comparison

**Module 3: Develop Grading and Salary Structure Aligned to Desired Compensation Philosophy**
- Elements of compensation philosophy
- Elements of grading and salary structure

**Module 4: Implementation of Job Grade Structure & Salary Ranges**
- Compensation analysis and moving incumbents to new structure
- Maintaining Job Grade Structure and Ranges
I hereby agree to have the following participants to participate on behalf of the company below to participate in Hay Group’s "Job Mapping & Using Salary Database" 1-day workshop in Vietnam.

Please reserve _______________ places for our company for the above mentioned workshop.

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Company Stamp: __________________________

APPLICABLE DISCOUNT:
- Early bird (register 2 months before start of workshop) —10%
- Group (3 pax or more) — 10%
- Early bird + Group (3 pax or more) — 15%

REGISTRATION AND PAYMENT
- Reservations may be made via telephone or fax but will only be confirmed upon receipt of the relevant registration form(s) and payment. Full payment must be made before workshop commencement.
- Enrolment will be closed once the maximum workable number of participants is reached. An invoice will be sent to the participating organisation.

CANCELLATION AND SUBSTITUTION POLICY:
- Cancellation made at least 3 weeks before the event is entitled to a full refund. Cancellation notified less than 3 weeks before the event will be subjected to 50% cancellation fees. No refund will be given if notice is less than 2 weeks prior to the commencement date.
- Transfers/Substitution to other events can be made if required, but notice given must be at least 1 week before the start of the event originally booked. If less than 1 weeks’ notice is given, the above conditions apply.

PROGRAMME CHANGES:
- Hay Group reserves the right to amend or cancel the event due to unforeseen circumstances. Participants will be notified in advance of the changes. Hay Group will not be responsible for costs incurred by participants when an event is cancelled. Please do not make any travel or hotel arrangements until you have confirmed with us that the event will take place.

FOR MORE INFORMATION:
- Please contact Mr Tan Huynh or Mr Tri Nguyen at +848 3520 2834 or email Tan.Huynh@haygroup.com / Tri.Nguyen@haygroup.com / vn.reward.information@haygroup.com.
About Hay Group

Hay Group is a global consulting firm that works with leaders to transform strategy into reality. We develop talent, organise people to be more effective, and motivate them to perform at their best. With 85 offices in 48 countries, we have helped thousands of clients, including private, public and not-for-profit organisations representing every major business category. We focus on change in order to help people and organisations realise their potential.

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